





# January 2002

## IPPS Time Collection Schedule

(Pacific Standard Time Version)






	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
PPd 2002 02			<b>1</b> Day 03  New Years Code 03 Holiday	<b>2</b> Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am	<b>3</b> Day 05	<b>4</b> Day 06 <div style="background-color: #FFB6C1; padding: 2px; text-align: center;">Enter Amendments</div> <div style="background-color: #ADD8E6; padding: 2px; text-align: center;">Enter Original Time Cards</div> <div style="background-color: #90EE90; padding: 2px; text-align: center;">Approve Original Time Cards</div>	<b>5</b> Day 07	
		<b>6</b> Day 08	<b>7</b> Day 09	<b>8</b> Day 10	<b>9</b> Day 11	<b>10</b> Day 12	<b>11</b> Day 13	<b>12</b> Day 14
		Enter Amendments through 10:00am Friday						
		Approve Amendments after 10:00am Tuesday						
	Enter Original Time Cards							
Approve Original Time Cards								
PPd 2002 03	<b>13</b> Day 01	<b>14</b> Day 02	<b>15</b> Day 03	<b>16</b> Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am	<b>17</b> Day 05	<b>18</b> Day 06	<b>19</b> Day 07	
	Enter Original Time Cards				Enter Amendments			
	Approve Original Time Cards				Enter Original Time Cards			
	Approve Original Time Cards				Approve Original Time Cards			
	Approve Original Time Cards							
	<b>20</b> Day 08 <div style="background-color: #FFB6C1; padding: 2px; text-align: center;">Enter Amendments</div> <div style="background-color: #ADD8E6; padding: 2px; text-align: center;">Enter Original Time Cards</div> <div style="background-color: #90EE90; padding: 2px; text-align: center;">Approve Original Time Cards</div>	<b>21</b> Day 09  Martin Luther King Jr. Day Code 03 Holiday	<b>22</b> Day 10	<b>23</b> Day 11	<b>24</b> Day 12	<b>25</b> Day 13	<b>26</b> Day 14	
Enter Amendments through 10:00am Friday								
Approve Amendments after 10:00am Tuesday								
Enter Original Time Cards								
Approve Original Time Cards								
PPd 2002 04	<b>27</b> Day 01	<b>28</b> Day 02	<b>29</b> Day 03	<b>30</b> Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am	<b>31</b> Day 05 <div style="background-color: #FFB6C1; padding: 2px; text-align: center;">Enter Amendments</div> <div style="background-color: #ADD8E6; padding: 2px; text-align: center;">Enter Original Time Cards</div> <div style="background-color: #90EE90; padding: 2px; text-align: center;">Approve Original Time Cards</div>			
	Enter Original Time Cards							
	Approve Original Time Cards							

\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

- **Column Summary runs on a daily basis every hour on the hour from 2am to 7pm, except for days 04 and 05.**
- **Amendment Summaries run at 10:00am and 3:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.**

# February 2002

## IPPS Time Collection Schedule (Pacific Standard Time Version)


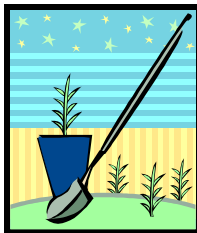




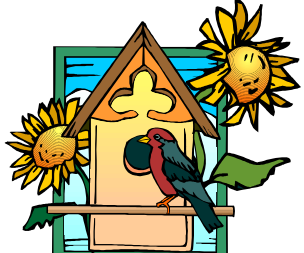
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2002 04						1 Day 06	2 Day 07
						Enter Amendments	
						Enter Original Time Cards	
						Approve Original Time Cards	
	3 Day 08	4 Day 09	5 Day 10	6 Day 11	7 Day 12	8 Day 13	9 Day 14
	Enter Amendments through 10:00am Friday						
			Approve Amendments after 10:00am Tuesday				
	Enter Original Time Cards						
	Approve Original Time Cards						
PPd 2002 05	10 Day 01	11 Day 02	12 Day 03 Lincoln's Birthday 	13 Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am	14 Day 05  Valentine's Day	15 Day 06	16 Day 07
	Enter Original Time Cards				Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
					Approve Original Time Cards		
	17 Day 08 Enter Amendments	18 Day 09 Washington's Birthday  President's Day Code 03 Holiday	19 Day 10	20 Day 11	21 Day 12	22 Day 13	23 Day 14
	Enter Amendments through 10:00am Friday						
	Enter Original Time Cards		Approve Amendments after 10:00am Tuesday				
	Approve Original Time Cards		Enter Original Time Cards				
			Approve Original Time Cards				
PPd 2002 06	24 Day 01	25 Day 02	26 Day 03	27 Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am	28 Day 05		
	Enter Original Time Cards				Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
					Approve Original Time Cards		

**\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\***

- **Column Summary runs on a daily basis every hour on the hour from 2am to 7pm, except for days 04 and 05.**
- **Amendment Summaries run at 10:00am and 3:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.**

# March 2002

## IPPS Time Collection Schedule (Pacific Standard Time Version)



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2002 06						1 Day 06	2 Day 07
						Enter Amendments	
						Enter Original Time Cards	
						Approve Original Time Cards	
	3 Day 08	4 Day 09	5 Day 10	6 Day 11	7 Day 12	8 Day 13	9 Day 14
Enter Amendments through 10:00am Friday							
			Approve Amendments after 10:00am Tuesday				
Enter Original Time Cards							
Approve Original Time Cards							
PPd 2002 07	10 Day 01	11 Day 02	12 Day 03	13 Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am	14 Day 05	15 Day 06	16 Day 07
	Enter Original Time Cards			Enter Amendments			
	Approve Original Time Cards			Enter Original Time Cards			
				Approve Original Time Cards			
	17 Day 08	18 Day 09	19 Day 10	20 Day 11	21 Day 12	22 Day 13	23 Day 14
Enter Amendments through 10:00am Friday							
			Approve Amendments after 10:00am Tuesday				
Enter Original Time Cards							
St. Patrick's Day	Approve Original Time Cards						
PPd 2002 08	24 Day 01	25 Day 02	26 Day 03	27 Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am	28 Day 05 Passover	29 Day 06 Good Friday	30 Day 07
	Enter Original Time Cards			Enter Amendments			
	Approve Original Time Cards			Enter Original Time Cards			
				Approve Original Time Cards			
	31 Day 08 Easter						
Enter Amendments		 					
Enter Original Time Cards							
Approve Original Time Cards							

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- Amendment Summaries run at 10:00am and 3:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.

# April 2002

## IPPS Time Collection Schedule (Pacific Standard Time Version)

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday			
PPd 2002 08			1	Day 09	2	Day 10	3	Day 11	4	Day 12	5	Day 13	6	Day 14	
			Enter Amendments through 10:00am Friday												
						Approve Amendments after 10:00am Tuesday									
			Enter Original Time Cards												
			Approve Original Time Cards												
PPd 2002 09	7	Day 01	8	Day 02	9	Day 03	10		Day 04	11	Day 05	12	Day 06	13	Day 07
							Enter Time Cards by 9:00am Approve Time Cards by 10:00am		Enter Amendments						
	Enter Original Time Cards			Enter Original Time Cards											
	Approve Original Time Cards			Approve Original Time Cards											
	14	Day 08	15	Day 09	16	Day 10	17	Day 11	18	Day 12	19	Day 13	20	Day 14	
Enter Amendments through 10:00am Friday															
										Approve Amendments after 10:00am Tuesday					
Enter Original Time Cards															
Approve Original Time Cards															
PPd 2002 10	21	Day 01	22	Day 02	23	Day 03	24		Day 04	25	Day 05	26	Day 06	27	Day 07
							Enter Time Cards by 9:00am Approve Time Cards by 10:00am		Enter Amendments						
	Enter Original Time Cards			Enter Original Time Cards											
	Approve Original Time Cards			Approve Original Time Cards											
	28	Day 08	29	Day 09	30	Day 10									
Enter Amendments through 10:00am Friday															
					Approve Original Time Cards after 10:00am										
Enter Original Time Cards															
Approve Original Time Cards															

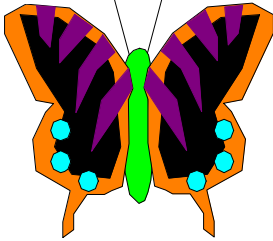


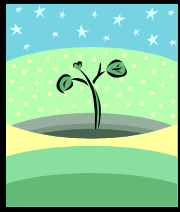
\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

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- Amendment Summaries run at 10:00am and 3:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.

# May 2002

## IPPS Time Collection Schedule

(Pacific Standard Time Version)


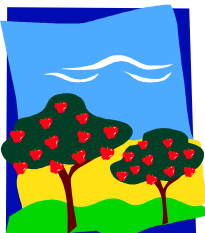
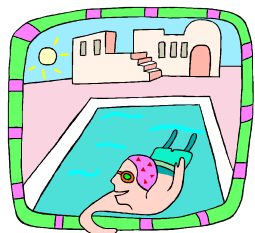



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
PPD 2002 10				1 Day 11	2 Day 12	3 Day 13	4 Day 14	
				Enter Amendments through 10:00am Friday				
				Approve Amendments				
				Enter Original Time Cards				
				Approve Original Time Cards				
PPD 2002 11	5 Day 01	6 Day 02	7 Day 03	8 Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am	9 Day 05	10 Day 06	11 Day 07	
	Enter Original Time Cards				Enter Amendments			
	Approve Original Time Cards				Enter Original Time Cards			
					Approve Original Time Cards			
	12 Day 08	13 Day 09	14 Day 10	15 Day 11	16 Day 12	17 Day 13	18 Day 14	
	Enter Amendments through 10:00am Friday							
	Mother's Day 			Approve Amendments after 10:00am Tuesday				
Enter Original Time Cards								
Approve Original Time Cards								
PPD 2002 12	19 Day 01	20 Day 02	21 Day 03	22 Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am	23 Day 05	24 Day 06	25 Day 07	
	Enter Original Time Cards				Enter Amendments			
	Approve Original Time Cards				Enter Original Time Cards			
					Approve Original Time Cards			
	26 Day 08	27 Day 09  Memorial Day Code 03 Holiday	28 Day 10	29 Day 11	30 Day 12	31 Day 13		
	Enter Amendments		Enter Amendments through 10:00am Friday					
	Enter Original Time Cards		Approve Amendments after 10:00am Tuesday					
Approve Original Time Cards		Enter Original Time Cards						
Approve Original Time Cards								

**\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\***

- **Column Summary runs on a daily basis every hour on the hour from 2am to 7pm, except for days 04 and 05.**
- **Amendment Summaries run at 10:00am and 3:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.**

# June 2002

## IPPS Time Collection Schedule (Pacific Standard Time Version)

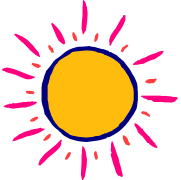


	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPD 2002 12							1 Day 14
							Enter Original Time Cards
							Approve Original Time Cards
PPD 2002 13	2 Day 01	3 Day 02	4 Day 03	5 Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am	6 Day 05	7 Day 06	8 Day 07
	Enter Original Time Cards				Enter Amendments		
	Approve Original Time Cards				Enter Original Time Cards		
							Approve Original Time Cards
	9 Day 08	10 Day 09	11 Day 10	12 Day 11	13 Day 12	14 Day 13 Flag Day	15 Day 14
	Enter Amendments through 10:00am Friday						
							Approve Amendments after 10:00am Tuesday
	Enter Original Time Cards						
	Approve Original Time Cards						
	PPD 2002 14	16 Day 01 Father's Day	17 Day 02	18 Day 03	19 Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am	20 Day 05	21 Day 06
Enter Original Time Cards			Enter Amendments				
Approve Original Time Cards			Enter Original Time Cards				
						Approve Original Time Cards	
23 Day 08		24 Day 09	25 Day 10	26 Day 11	27 Day 12	28 Day 13	29 Day 14
Enter Amendments through 10:00am Friday							
						Approve Amendments after 10:00am Tuesday	
Enter Original Time Cards							
Approve Original Time Cards							
PPD 2002 15		30 Day 01					
	Enter Original Time Cards						
	Approve Original Time Cards						

### \*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

- Column Summary runs on a daily basis every hour on the hour from 2am to 7pm, except for days 04 and 05.
- Amendment Summaries run at 10:00am and 3:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.

# July 2002

## IPPS Time Collection Schedule (Pacific Standard Time Version)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPd 2002 15		<b>1</b> Day 02  <div style="background-color: #e0ffff; padding: 2px; text-align: center;">Enter Original Time Cards</div> <div style="background-color: #e0ffe0; padding: 2px; text-align: center;">Approve Original Time Cards</div>	<b>2</b> Day 03	<b>3</b> Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am	<b>4</b> Day 05  Independence Day Code 03 Holiday	<b>5</b> Day 06  <div style="background-color: #ffe0ff; padding: 2px; text-align: center;">Enter Amendments</div> <div style="background-color: #e0ffff; padding: 2px; text-align: center;">Enter Original Time Cards</div> <div style="background-color: #e0ffe0; padding: 2px; text-align: center;">Approve Original Time Cards</div>	<b>6</b> Day 07
	<b>7</b> Day 08	<b>8</b> Day 09	<b>9</b> Day 10	<b>10</b> Day 11	<b>11</b> Day 12	<b>12</b> Day 13	<b>13</b> Day 14
	Enter Amendments through 10:00am Friday						
				Approve Amendments after 10:00am Tuesday			
	Enter Original Time Cards						
Approve Original Time Cards							
PPd 2002 16	<b>14</b> Day 01	<b>15</b> Day 02	<b>16</b> Day 03	<b>17</b> Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am	<b>18</b> Day 05	<b>19</b> Day 06  <div style="background-color: #ffe0ff; padding: 2px; text-align: center;">Enter Amendments</div> <div style="background-color: #e0ffff; padding: 2px; text-align: center;">Enter Original Time Cards</div> <div style="background-color: #e0ffe0; padding: 2px; text-align: center;">Approve Original Time Cards</div>	<b>20</b> Day 07
	<b>21</b> Day 08	<b>22</b> Day 09	<b>23</b> Day 10	<b>24</b> Day 11	<b>25</b> Day 12	<b>26</b> Day 13	<b>27</b> Day 14
	Enter Amendments through 10:00am Friday						
				Approve Amendments after 10:00am Tuesday			
	Enter Original Time Cards						
Approve Original Time Cards							
PPd 2002 17	<b>28</b> Day 01	<b>29</b> Day 02	<b>30</b> Day 03	<b>31</b> Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am			
	Enter Original Time Cards			Approve Original Time Cards			


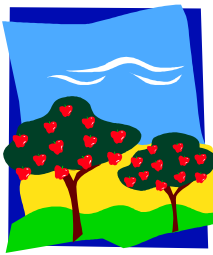
### \*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

- **Column Summary runs on a daily basis every hour on the hour from 2am to 7pm, except for days 04 and 05.**
- **Amendment Summaries run at 10:00am and 3:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.**

# August 2002

## IPPS Time Collection Schedule

(Pacific Standard Time Version)

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PPD 2002 17						1 Day 05	2 Day 06	3 Day 07
	Enter Amendments							
	Enter Original Time Cards							
	Approve Original Time Cards							
	4 Day 08	5 Day 09	6 Day 10	7 Day 11	8 Day 12	9 Day 13	10 Day 14	
	Enter Amendments through 10:00am Friday							
			Approve Amendments after 10:00am Tuesday					
	Enter Original Time Cards							
	Approve Original Time Cards							
PPD 2002 18	11 Day 01	12 Day 02	13 Day 03	<b>14 Day 04</b> Enter Time Cards by 9:00am Approve Time Cards by 10:00am		15 Day 05	16 Day 06	17 Day 07
	Enter Original Time Cards					Enter Amendments		
	Approve Original Time Cards					Enter Original Time Cards		
	Approve Original Time Cards					Approve Original Time Cards		
	Approve Original Time Cards					Approve Original Time Cards		
18 Day 08	19 Day 09	20 Day 10	21 Day 11	22 Day 12	23 Day 13	24 Day 14		
	Enter Amendments through 10:00am Friday							
			Approve Amendments after 10:00am Tuesday					
	Enter Original Time Cards							
	Approve Original Time Cards							
PPD 2002 19	25 Day 01	26 Day 02	27 Day 03	<b>28 Day 04</b> Enter Time Cards by 9:00am Approve Time Cards by 10:00am		29 Day 05	30 Day 06	31 Day 07
	Enter Original Time Cards					Enter Amendments		
	Approve Original Time Cards					Enter Original Time Cards		
	Approve Original Time Cards					Approve Original Time Cards		
	Approve Original Time Cards					Approve Original Time Cards		

\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*




- **Column Summary** runs on a daily basis every hour on the hour from 2am to 7pm, except for days 04 and 05.
- **Amendment Summaries** run at 10:00am and 3:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.



# September 2002

## IPPS Time Collection Schedule

(Pacific Standard Time Version)



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>PPD 2002 19</b>	<b>1</b> Day 08 Enter Amendments	<b>2</b> Day 09  <b>Labor Day</b> Code 03 Holiday	<b>3</b> Day 10 Enter Amendments through 10:00am Friday	<b>4</b> Day 11 Approve Amendments after 10:00am Tuesday	<b>5</b> Day 12	<b>6</b> Day 13	<b>7</b> Day 14  Rosh Hashanah
	Enter Original Time Cards	Enter Original Time Cards					
	Approve Original Time Cards	Approve Original Time Cards					
<b>PPD 2002 20</b>	<b>8</b> Day 01 Enter Original Time Cards	<b>9</b> Day 02 Approve Original Time Cards	<b>10</b> Day 03	<b>11</b> Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am	<b>12</b> Day 05 Enter Amendments	<b>13</b> Day 06 Enter Original Time Cards	<b>14</b> Day 07 Approve Original Time Cards
<b>PPD 2002 21</b>	<b>15</b> Day 08 Enter Amendments through 10:00am Friday	<b>16</b> Day 09 Yom Kippur	<b>17</b> Day 10 Approve Amendments after 10:00am Tuesday	<b>18</b> Day 11	<b>19</b> Day 12	<b>20</b> Day 13	<b>21</b> Day 14
	Enter Original Time Cards						
	Approve Original Time Cards						
<b>PPD 2002 21</b>	<b>22</b> Day 01 Enter Original Time Cards	<b>23</b> Day 02 Approve Original Time Cards	<b>24</b> Day 03	<b>25</b> Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am	<b>26</b> Day 05 Enter Amendments	<b>27</b> Day 06 Enter Original Time Cards	<b>28</b> Day 07 Approve Original Time Cards
<b>PPD 2002 21</b>	<b>29</b> Day 08 Enter Amendments	<b>30</b> Day 09 Enter Original Time Cards	 				
	Enter Original Time Cards	Approve Original Time Cards					

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- **Amendment Summaries run at 10:00am and 3:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.**

# October 2002

## IPPS Time Collection Schedule (Pacific Standard Time Version)

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		
PPd 2002 21				1 Day 10		2 Day 11		3 Day 12		4 Day 13		5 Day 14		
				Enter Amendments through 10:00am Friday										
				Approve Amendments after 10:00am Tuesday										
				Enter Original Time Cards										
				Approve Original Time Cards										
6 Day 01		7 Day 02		8 Day 03		9 Day 04		10 Day 05		11 Day 06		12 Day 07		
				9 Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am				Enter Amendments						
Enter Original Time Cards								Enter Original Time Cards						
Approve Original Time Cards								Approve Original Time Cards						
PPd 2002 22	13 Day 08		14 Day 09		15 Day 10		16 Day 11		17 Day 12		18 Day 13		19 Day 14	
	Enter Amendments		 Columbus Day (Observed) Code 03 Holiday		Enter Amendments through 10:00am Friday									
	Enter Original Time Cards				Approve Amendments after 10:00am Tuesday									
	Approve Original Time Cards				Enter Original Time Cards									
	Approve Original Time Cards													
20 Day 01		21 Day 02		22 Day 03		23 Day 04		24 Day 05		25 Day 06		26 Day 07		
				23 Day 04 Enter Time Cards by 9:00am Approve Time Cards by 10:00am				Enter Amendments						
Enter Original Time Cards								Enter Original Time Cards						
Approve Original Time Cards								Approve Original Time Cards						
PPd 2002 23	27 Day 08		28 Day 09		29 Day 10		30 Day 11		31 Day 12					
	Enter Amendments through 10:00am Friday													
	Approve Amendments after 10:00am Tuesday				Halloween									
	Enter Original Time Cards													
	Approve Original Time Cards													






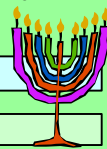
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# November 2002

## IPPS Time Collection Schedule

(Pacific Standard Time Version)

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday						
PPd 2002 23						1	Day 13	2	Day 14					
	Enter Amendments through 10:00am													
	Approve Amendments													
	Enter Original Time Cards													
						Approve Original Time Cards								
PPd 2002 24	3	Day 01	4	Day 02	5	Day 03	6	Day 04	7	Day 05	8	Day 06	9	Day 07
					Election Day		Enter Time Cards by 9:00am Approve Time Cards by 10:00am		Enter Amendments					
	Enter Original Time Cards								Enter Original Time Cards					
	Approve Original Time Cards								Approve Original Time Cards					
	10	Day 08	11	Day 09	12	Day 10	13	Day 11	14	Day 12	15	Day 13	16	Day 14
	Enter Amendments		 Veterans Day Code 03 Holiday		Enter Amendments through 10:00am Friday				Approve Amendments after 10:00am Tuesday					
	Enter Original Time Cards				Enter Original Time Cards									
	Approve Original Time Cards				Approve Original Time Cards									
PPd 2000 25	17	Day 01	18	Day 02	19	Day 03	20	Day 04	21	Day 05	22	Day 06	23	Day 07
							Enter Time Cards by 9:00am Approve Time Cards by 10:00am		 Thanksgiving Code 03 Holiday		Enter Amendments			
	Enter Original Time Cards						Enter Original Time Cards							
	Approve Original Time Cards						Approve Original Time Cards							
	24	Day 08	25	Day 09	26	Day 10	27	Day 11			28	Day 12	29	Day 13
	Enter Amendments through 10:00am Friday						Approve Amendments after 10:00am Tuesday				 Hanukkah			
	Enter Original Time Cards													
	Approve Original Time Cards													




**\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\***

- **Column Summary runs on a daily basis every hour on the hour from 2am to 7pm, except for days 04 and 05.**
- **Amendment Summaries run at 10:00am and 3:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.**

# December 2002

## IPPS Time Collection Schedule

(Pacific Standard Time Version)

		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday							
PPd 2002 26	1	Day 01	2	Day 02	3	Day 03	4	Day 04	5	Day 05	6	Day 06	7	Day 07	
							Enter Time Cards by 9:00am				Enter Amendments				
	Enter Original Time Cards								Enter Original Time Cards						
	Approve Original Time Cards										Approve Original Time Cards				
							Approve Time Cards by 10:00am								
	8	Day 08	9	Day 09	10	Day 10	11	Day 11	12	Day 12	13	Day 13	14	Day 14	
Enter Amendments through 10:00am Friday															
					Approve Amendments after 10:00am Tuesday										
Enter Original Time Cards															
Approve Original Time Cards															
PPd 2003 01	15	Day 01	16	Day 02	17	Day 03	18	Day 04	19	Day 05	20	Day 06	21	Day 07	
							Enter Time Cards by 9:00am				Enter Amendments				
	Enter Original Time Cards								Enter Original Time Cards						
	Approve Original Time Cards										Approve Original Time Cards				
							Approve Time Cards by 10:00am								
	22	Day 08	23	Day 09	24	Day 10	25	Day 11	26	Day 12	27	Day 13	28	Day 14	
Enter Amendments										Enter Amendments through 10:00am					
				Approve Amendment after 10:00am		 Christmas Code 03 Holiday		Approve Amendments							
Enter Original Time Cards								Enter Original Time Cards							
Approve Original Time Cards								Approve Original Time Cards							
PPd 2003 02	29	Day 01	30	Day 02	31	Day 03	 								
	Enter Original Time Cards														
	Approve Original Time Cards														

\*\*\*\*\*SPECIAL NOTICE\*\*\*\*\*

- **Column Summary runs on a daily basis every hour on the hour from 2am to 7pm, except for days 04 and 05.**
- **Amendment Summaries run at 10:00am and 3:30pm Tuesday through Friday during the 2<sup>nd</sup> week of the pay period.**